

## DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
753	CONSUMER-LEVEL SUPPLY Functional Area Manager: LPC Point of Contact: CWO5 Robert Canady/ MGySgt Frederic Zeyer (DSN) 260-7118/7119 (COML) 571-256-7118/7119 Email: <a href="mailto:robert.canady@usmc.mil">robert.canady@usmc.mil</a> / <a href="mailto:frederic.zeyer@usmc.mil">frederic.zeyer@usmc.mil</a> Date Last Revised: 16 October 2015
753 01	CONTROL OF SERIALIZED SMALL ARMS
753 01 001	Have all small arms, to include special Services weapons/unit mementos and Rifle Team Equipment, been reported to NSWC, CRANE Annually and within 45 calendar days of the date of the listing? Reference MCO 4400.150, chap 2, par 13a; MCO 8300.1D, par 11c
753 01 002	Has the CO appointed in writing an inventory officer to conduct the Monthly Serialized Inventory (MSI)? Reference MCO 4400.150, chap 2, par 13b
753 01 003	Is the unit conducting and properly documenting the Monthly Serialized Inventory (MSI)? Reference MCO 8300.1D, 4b(5), Encl (1) 11a ; MCO 4400.150, chap 2, par 13
753 01 004	Has the unit maintained MSI documents and inventory officer comments for a period of three years? Reference MCO 8300.1D, par 11a
753 01 005	Does the unit have access to and using the CRANE registry website? Reference MCO 8300.1D, par 4b(5)(j)
753 02	WAREHOUSING PROCEDURES
753 02 001	Are issues from the warehouse made only to authorized recipients assigned in writing by commodity Responsible Officers (RO's) via a NAVMC 11869 with sample signatures? Reference MCO 4400.150, chap 3 par 7f(1)

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- 753 02 002 Is a stock locator file maintained and constructed correctly?  
Reference  
MCO P4450.7E, par 2005, 2006 and figure 2-1;  
UM 4400-125 10.7
- 753 02 003 Is equipment in the supply warehouse serviceable and maintained in a ready for issue condition?  
Reference  
MCO 4400.150, chap 2, par 10
- 753 02 004 Are safety shoes worn by all supply personnel occupationally exposed to foot-hazardous operations?  
Reference  
NAVMC DIRECTIVE 5100.8, par 13006
- 753 03 DEMAND - SUPPORTED STOCK MANAGEMENT
- 753 03 001 Has written approval been obtained from the appropriate authority, allowing the unit to maintain demand supported stocks?  
Reference  
MCO 4400.150, chap 2, par 16
- 753 03 002 If demand supported stocks are approved and maintained, have the Supply Officer and Maintenance Management Officer (MMO) reviewed the demand supported stocks listing quarterly?  
Reference  
MCO 4400.150, chap 2, par 16c(1)(d)
- 753 04 PERSONAL EFFECTS - NON-COMBAT RELATED PERSONAL EFFECTS HANDLING
- 753 04 001 Has an inventory board been appointed in writing by the Unit Commander?  
Reference  
MCO 4050.38D, chap 10, par 2
- 753 04 002 Has the unit commander established in writing an area designated for storage, secured with a lock, and access limited to those individuals with a need to be in the area?  
Reference  
MCO 4050.38D, chap 10, par 7a
- 753 04 003 Are waiver letters for hospitalization, TAD, Annual Leave being retained IAW the MCO?  
Reference  
MCO 4050.38D, chap 3, par 1a; MCO 4050.38D, chap 6, par 2e

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- 753 05 MISCELLANEOUS SUPPLY PROCEDURES/CERT OF RELIEF
- 753 05 001 Does the Commanding Officer have the Certificate of Relief from the previous Commanding Officer with a NAVMC 11867 included as an enclosure?  
Reference  
MCO 4400.150, chap 1, par 7a(1); MCO 8300.1D, par 20a(2)
- 753 05 002 Does the Supply Officer/Property Control Officer have the Certificate of Relief from the previous Supply Officer/Property Control Officer with a NAVMC 11867 included as an enclosure?  
Reference  
MCO 4400.150, chap 1, par 7b(1)
- 753 05 003 Does the unit have the following personnel appointed in writing by the CO via an appointment letter and a DD Form 577? Supply Officer, Card Holder, Fiscal/Budget & Accounting Officer, Supply Resource Manager, Certifying Officer, Supply AIS Administrator, Fund Holder, Receipt & Acceptor.  
Reference  
MCO 4400.150, chap 1, par 5
- 753 05 004 Does the unit have Standing Operating Procedures (SOP), Desktop or turnover procedures?  
Reference  
MCO 4400.150, chap 1, par 11 and 12
- 753 05 005 Have the unit supply accounting records been analyzed and inspected by representatives of the CMC, MSCs or equivalent higher headquarters, and as directed by the CO?  
Reference  
MCO 4400.150, chap 1, par 13a
- 753 05 006 Has the Supply Officer established a training program for all aspects of ground supply operations within the command, to include responsible officer training?  
Reference  
MCO 4400.150, chap 1, par 15
- 753 06 SUPPLY INVESTIGATIONS
- 753 06 001 Are requests for investigative action submitted to the convening authority via the Supply Officer within 5 calendar days when there is known loss, damage, or destruction of government property?  
Reference  
MCO 4400.150, chap 5, par 4b

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- 753 06 002 Has the investigating officer completed the reports of investigation within the required time frames?  
Reference  
MCO 4400.150, chap 5, par 8
- 753 06 003 Are requests for extensions, and the approval of the extension part of the investigation package?  
Reference  
MCO 4400.150, chap 5, par 6a(3)
- 753 06 004 Are investigations assigned a voucher number by the Supply Officer?  
Reference  
MCO 4400.150, chap 2, par 11f(2), chap 5, par 4a(4)
- 753 06 005 Are signed final copies of the report of Investigation retained on file in the supply office as required by federal law: 2 years for the active file and 5 years for the archive file?  
Reference  
MCO 4400.150, chap 2, par 11i
- 753 07 MECHANIZED PROPERTY ACCOUNTING
- 753 07 001 Is a complete physical inventory of all items of supplies and equipment conducted once a year, property records reconciled, and results properly documented?  
Reference  
MCO 4400.150, chap 2, par 9
- 753 07 002 Are adequate controls established for items on temporary loan?  
Reference  
MCO 4400.150, chap 6, par 9
- 753 07 003 Do gain/loss transactions contain an explanatory note providing a complete history of the cause for the adjustment?  
Reference  
MCO 4400.150, chap 2, par 11c(5)
- 753 07 004 Do Money Value Gain/Loss Notices contain a statement and signature of the Commanding Officer, or Acting Commanding Officer and maintained in the active file for 2 years and the archived for 5 years?  
Reference  
MCO 4400.150, chap 2, par 11h and 11i(2)

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- 753 08 SUB-CUSTODY PROCEDURES
- 753 08 001 Have Responsible Officers (ROs) been appointed in writing by the Commanding Officer via an appointment letter and a DD Form 577?  
Reference  
MCO 4400.150, chap 1, par 5c(4)(f)
- 753 08 002 Is a NAVMC 11869, Notice of Delegation of Authority prepared by the RO and forwarded to the Supply Officer?  
Reference  
MCO 4400.150, chap 1, par 5f
- 753 08 003 Are historical CMRs with supporting documentation that are not part of an investigation maintained for the current and previous fiscal year?  
Reference  
UM 4000-125, part 3, chap 2, par 4a
- 753 08 004 If a RO anticipates being separated from the assets for over 60 days, is there a new RO appointed by the CO and a joint inventory conducted by the outgoing and the incoming RO?  
Reference  
MCO 4400.150, chap 1, par 5c(4)(f)
- 753 09 REQUISITIONING AND FOLLOW UP ACTION
- 753 09 001 Are priority designators consistent with the actual urgency of need and the unit's assigned Force Activity Designator (FAD)?  
Reference  
MCO 4400.16G, par 5a and 7a and encl 1; HQMC ANNUAL FAD AUTH LTR; MCO 4400.150 chap 3, par 7c
- 753 09 002 Are reconciliation and validation of all outstanding requisitions being conducted by the Supply Officer and commodity Responsible Officers at least every 2 weeks (Once a month for Non-OPFOR Units)?  
Reference  
MCO 4400.150, chap 3, par 7d